Approved For Release 2001/08/29 : CIA-RDP57-00384R000100120092-9

Executive 18 April 1949

Services Officer

Work Hours of Telephone Operators

1. It has been determined that the work hours listed below are most satisfactory for the efficient operation of the Telephone Room:

8:30 a.m.	-	5:00 p.m.
4:00 p.m.	-	12:00 Midnight
12:00 Midnight	-	8:00 a.m.
8:00 a.m.	-	4:30 p.m.

All tours to be worked seven days a week.

2. There will be at least two individuals on all work shifts except the 8:30 a.m. to 5:00 p.m. shift, when the appropriate number will be on to handle all traffic. In order to obtain the maximum number of days off for individuals that are on weekend duty, the administrative work week for certain of these individuals would be from Saturday through Friday. Individuals on the 4:00 p.m. to 12:00 Midnight and the 12:00 Midnight to 8:00 a.m. shifts work at the board the straight eight hours and do not take a lunch period.

3. Approval of the above work hours and administrative work week is requested.

25X1A

[redacted]

cc: AVS Chrono
T & A file
Budget Office
General Counsel

APPROVED FOR THE DCI:

25X1A [redacted]

Approved For Release 2001/08/29 : CIA-RDP57-00384R000100120092-9